

**From:** [Kim Shultz](#)  
**To:** [Barbara Aldridge](#)  
**Cc:** [Chuck Talton](#); [Karen Hartis](#); [Kevin Shade](#); [Louise Delano](#)  
**Subject:** Re: New Task Order under Task Order 007, Work Order # 06JZ 004 A1e & B1 for the Gulfco Marine Site  
**Date:** 02/10/2010 01:01 PM

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Hi Barbra,

In reviewing the tasking document, we have to say that the 24th is not a reasonable deadline for completing the corporate research on these companies.

First, our experienced personnel are currently dedicated to two other projects with deadlines of this Friday. Based on personnel loads, we cannot begin on this project until Tuesday, February 16th since Monday is a holiday. We have to prepare a request to the state of Delaware and then the state will send us a list of records that are available to choose from. Once EPA selects the documents needed, we can order the documents from the state and get them sent to us.

Since we cannot control when the state will respond to our first request to send us the list of documents to choose from and we have no control over the mail system (both the postal service and EPA delivery of mail to us), we would need to ask for a more realistic deadline of March 5, 2010. After receiving the certified documents from the state, you've tasked us to prepare a summary report and then to also get the documents indexed into SDMS through bulk processing.

We have experience working with the State of Delaware and know that they do not provide a list online nor do they take orders online; however, they do allow us to fax our request and they will send the selected documents via Fed Ex, so that will help to expedite the process. Once we receive the document list, we will need EPA (presumably Kevin) to select the documents that will be purchased since we will be committing funds to purchase the certified copies and we will place the order. After we receive the certified documents, we need a few days to prepare the report and then we will need time to index the documents for SDMS. We cannot control how long it takes for Day Forward to get the documents into the system.

Since you will not be here to receive the deliverable, we are asking you, Kevin or Ken for an extension until March 5, 2010. We can keep you posted on incremental dates such as when the documents are finally received, so more accurate deliverable dates can be adjusted if we receive the certified documents earlier than we initially expected.

Thank you for your consideration.

Kim Shultz  
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▼ [New Task Order under Task Order 007, Work Order # 06JZ 004 A1e & B1 for the Gulfco Marine Site](#)

**New Task Order under Task Order 007, Work Order # 06JZ 004 A1e  
& B1 for the Gulfco Marine Site**

**Barbara** to: Kim Shultz  
**Aldridge**

02/10/2010  
11:13 AM

Cc: Kevin Shade, Chuck Talton, Karen Hartis

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Kim,

I am going to a detail in Water Division starting next week.  
Kevin Shade will take the deliverable.

Any questions, contact me today or tomorrow, and Kevin and/or Ken  
starting 2/16.

[attachment "Contractor Task for Gulfco Corporate Work final.doc"  
deleted by Kim Shultz/R6/USEPA/US]

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